

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Water & Sewage Plant Operator	
		Division and/or Subdivision CNR - Mendocino Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters 17501 North Highway 101, Willits CA	
		Class Title of Position Water and Sewer Plant Operator	
		Position Number 542-137-6191-003	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	<p>Under the general direction of the Conservation Camp Division Chief, to perform a variety of skilled work in the operation, maintenance and repair of water treatment, wastewater treatment, water, sewer, heating, boiler, air conditioning, ventilating, lighting, power, and other mechanical systems normally found in a State Conservation Camp facility; work closely with Region and Headquarter Technical Services on facility maintenance problems and code requirements along with various Control Agencies that regulate the operation of the camp; instruct or lead inmates, wards, or resident workers in facilities maintenance while maintaining the safety of persons and property.</p> <p>*Personally has the responsibility to operate, inspect, maintain, and repair all water and/or wastewater treatment systems per California Code of Regulations Title 22 and Title 23 including piping, pumps, ponds, sprayfields, leach fields, and storage used in conjunction with water and sewer systems. Possession of an appropriate State of California Certification for Wastewater and/or Water Treatment Plant Operator as issued by the State Water Resources Control Board (SWRCB) and State Department of Health Services (DHS). Performs daily tests of water and sewage in various stages of treatment and personally makes the analyses. Prepares and submits to DHS and/or SWRCB, all required water quality monitoring documentation. Interprets water quality tests and determines necessary changes in dosage and treatment processes. Performs the maintenance and upkeep of equipment and related facilities. Adjusts and repairs mechanical equipment such as pumps, chlorinators, gas engines and metering devices. Monitors and directs the pumping of septic tanks and grease traps. Maintains manholes, water and sewer pipelines, storm drains, hydrants, water valves and continually monitors cross connections per Title 17. Repairs and maintains all types of motors and engines used to power pumps, compressors, and fans. Operates and directs the operation of related equipment at incinerators and other mechanical equipment.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature		Supervisor Signature	
Date		Date	
Personnel use only		<input type="checkbox"/> Posted to Directory	
Initials and date			

Working Title of Position  
Water & Sewage Plant Operator

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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10%	*Prepares and processes a variety of purchase documents to order and maintain an adequate supply of parts, tool and supplies necessary to maintain the facilities of a conservation camp.
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5%	*Supervises two or more inmates or wards. Provides training, daily supervision and instruction in the maintenance of water and/or wastewater treatment plants, water and sewer distribution lines, HVAC, boilers, interior and exterior painting, laundry and culinary equipment, and electrical and mechanical systems. Assumes custody of incarcerated individuals assigned to facility maintenance.
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5%	Inspects, maintains, and repairs water filters, softeners, piping and pumps used in conjunction with water distribution, including all sinks and toilet bowls, supply lines, sewer lines and water lines.
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5%	*Inspects, maintains and repairs all natural and manufactured gas distribution lines and manufacturing systems, including all valves and control devices.
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5%	Inspects, maintains, and repairs all heating, ventilation, and air conditioning systems, including control systems for balance, humidistats and solid state electronic motor control amplifiers.
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5%	Perform general building preventative maintenance and repair.
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5%	Inspects, maintains, and repairs all electrical and gas appliances and small equipment.
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5%	Inspect, maintains and repairs single-phase and multiphase electrical circuits up to 220 volts, including emergency generators.
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5%	Inspects, maintains, and repairs boiler and steam generator plant.
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Employee Signature  
Personnel use only

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Supervisor Signature

Date

Initials and Date